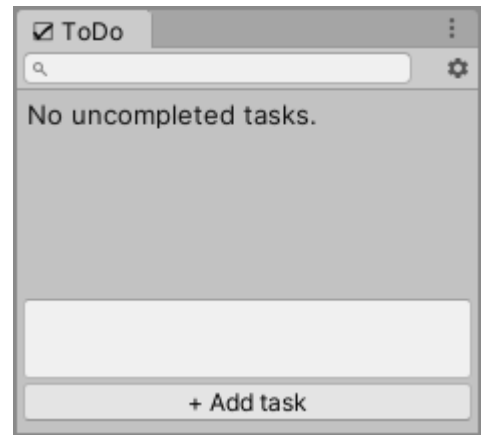


ToDo Mini – Guide

Opening the window

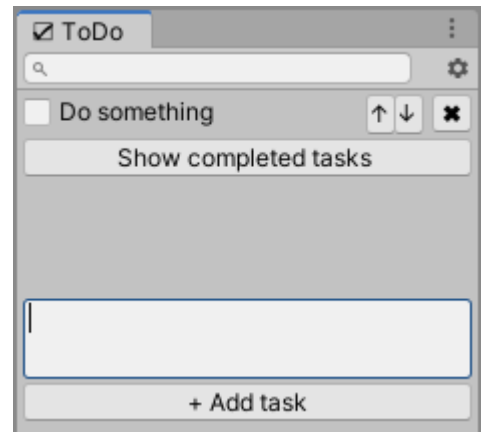
Press **Ctrl+T** to open ToDo Mini (you can also open it from “Window > ToDo Mini”).

Note: **if the window is already opened**, press Ctrl+T to focus on the “New task” field to quickly add a new task, without having to click on the field.



Creating tasks

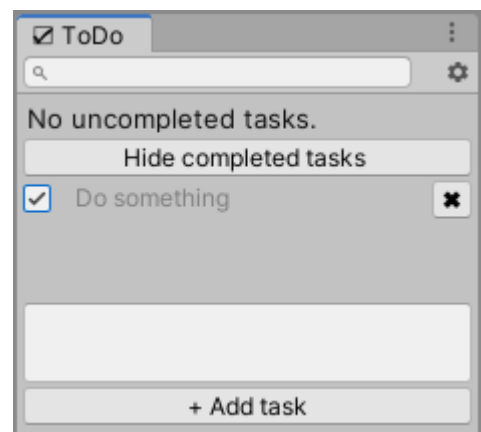
Click inside of the new task field, **type** your task then **press Enter** to add it (you can also create it by clicking the “+ Add task” button).



Marking tasks as completed

Click the task’s checkbox to mark a task as completed.

You can show completed tasks by pressing the “Show completed tasks” button.

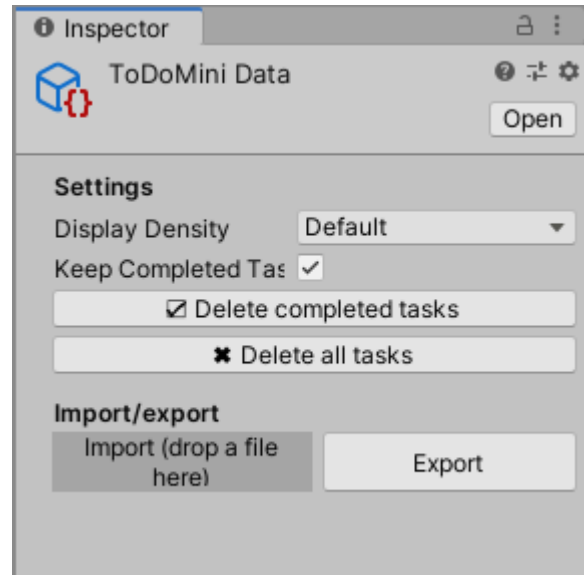


Settings

Click the Settings button on the ToDo Mini window. This takes you to the object that holds ToDo Mini's data.

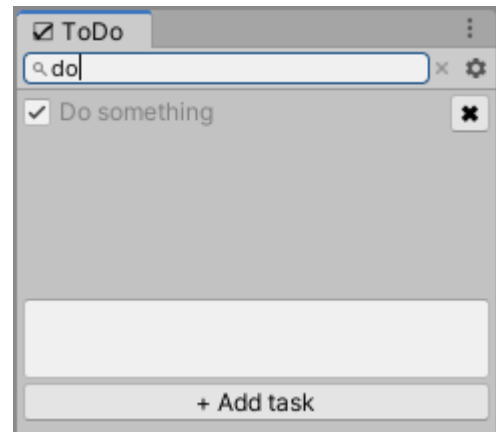
Here:

- Change the display density of the to-do list.
- Choose whether to keep or not to keep completed tasks (if you do not want to keep them, completing a task will destroy it).
- ✖ Delete completed tasks, or all tasks.
- Export the current tasks (uncompleted and completed).
- Import previously exported tasks. To do this, drag and drop a previously exported .json file into the "Import" drop area. The imported tasks will be **added** to the current tasks list.



Search

Type keywords in the search bar in any order.



Other features

Edit a task by clicking on it.

Move a task to the top or to the bottom of the list using the ↑↓ buttons.

Delete a task using the ✖ button.